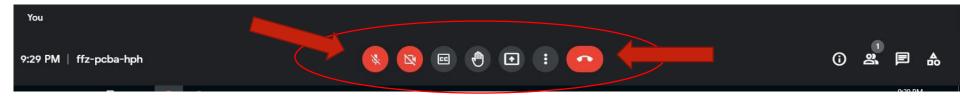
## WELCOME

to the Small Business Reserve (SBR)
Liaison Training
9:00 am – 12:00 pm



### Logistics and Housekeeping

- 1. Please MUTE your microphone and TURN OFF video camera during the webinar!!
- 2. Confirm you are MUTED, and the camera is TURNED OFF by hovering your mouse at the bottom of your screen in Google Meet to see the icons RED means you are MUTED, but the camera is still ON in the example below. The two outside circles should be completely RED. (The circle with the phone icon is the "hang up" button; if you click that one, you'll have to log back in!)



- 3. Please refrain from pressing any of the options on this bar in error such as record, captions or Present Now as this will disturb the webinar.
- 4. Use the CHAT bar on the side of the screen to submit questions, if you'd like. If questions are requested or once the speaker stops speaking, you may unmute and ask questions at that time.
- 5. During breaktime, please do not hang-up, this would cause a disruption when we resume.

#### Logistics

Please use the CHAT bar to ask questions or make comments during the training

If you need to speak, unmute your microphone and introduce yourself by name and agency prior to speaking

#### Logistics

If you are joining us by phone:

You must press \*6 to mute and unmute your phone

## Small Business Reserve (SBR) Program Liaison Training

Presented by the Governor's Office of Small, Minority & Women Business Affairs Lisa Mitchell Sennaar, SBR Compliance Manager

June 10, 2021



#### **AGENDA**

- Welcome
- 2. Introduction of Leadership and Staff
- 3. SBR Program Overview
- 4. Legislative Updates Including SBR Executive Order 01.01.2021.01
- 5. The Procurement Review Group (PRG) Process
- 6. SBR Liaison Officer: Responsibilities as Described in Statute
- 7. Compliance Considerations
- 8. Reporting Best Practices
- 9. What's In the SBR Reporting Toolkit
- 10. VSBE Update and Reporting
- 11. Announcements/Upcoming Events /Survey Reminder

#### **WELCOME**

Meet the Staff of the Governor's Office of Small, Minority & Women Business Affairs (GOSBA)

**Contact Us** 

https://gomdsmallbiz.maryland.gov/Pages/Contact-Us.aspx

Jimmy Rhee - Special Secretary

Pamela Gregory – Chief of Staff

Alison Tavik – Director of Communications & Outreach

Eduardo Hayden – Small Business Outreach Manager

Chantal Kai-Lewis — Director of Policy and Legislative Affairs

Lisa Mitchell Sennaar – SBR Compliance Manager

Tanita Johnson – SBR Compliance Manager

Nichelle Johnson – MBE Compliance Manager

Gerald Stinnett – MBE Compliance Manager – VLT Operations

## Special Secretary Jimmy Rhee

- Created in 2004
- Provides small businesses with the opportunity to participate as prime contractors on state contracts

§14-502

The SBR Program directs participating agencies/departments to the extent practicable to spend at least 15% of its fiscal year procurement expenditures with certified small businesses

Once a solicitation has been designated as "SBR," an award can only be made to a small business certified in the SBR Program

Certification is an online process through the vendor registration process on the state's eProcurement platform

eMaryland Marketplace Advantage (eMMA)

https://procurement.maryland.gov/

#### **2021 Legislative Updates**

Chantal Kai-Lewis
Director of Policy and Legislative Affairs

#### 2021 MBE and/or Small Business Impact

- ▶ **SB598** – Office of Small, Minority, and Women Business Affairs Small Business Reserve Program and Veteran–Owned Small Business Enterprise Program
- ▶ **SB0689** Office of Small, Minority, and Women Business Affairs Duties of the Special Secretary Minority Business Enterprises
- ▶ SB909- Capital Projects Minority Business Enterprise Goals
- ▶ HB853- Small, Minority, and Women-Owned Businesses Account Alterations
- ► **HB940-** Online Betting/Gaming Regulation of Fantasy Gaming Competitions and Implementation of Sports Wagering Supplementary Appropriation

### **The Procurement Review Group**

...and the new SBR Executive Order





#### The PRG

The Procurement Review Group (PRG) shall review proposed procurement solicitations, proposals to exercise options or otherwise modify the contract, and proposals to award sole-source contracts when the resulting contract is:

- (1) Eligible for designation to the Small Business Reserve (SBR) Program when the total value is expected to exceed \$50,000, and
- (2) For evaluation of Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) participation goals when the total value is expected to exceed \$100,000.

The PRG shall determine the appropriate socioeconomic utilization methods to encourage maximum small and/or minority and/or veteran-owned business participation in each proposed contract; and shall make recommendations to the agency head and the solicitation's procurement officer concerning specific designations and/or participation goals.

## Executive Order **01.01.2021.01**Increasing Small Business Participation in State Procurement

- Issued January 6, 2021; implementation became effective February 1, 2021
- Engages the State contracting marketplace to support small businesses during this critical economic recovery period from the COVID-19 pandemic.
- Enhances the Small Business Reserve (SBR) Program by designating all procurements between \$50,000 and \$500,000 to the SBR Program, unless the procurement meets defined exemptions.

#### Then vs. Now

#### Existing Law

▶ Pursuant to SFP § 14-301.1(9), race-neutral measures shall be employed to the maximum extent practicable to drive inclusion prior to the employment of race-conscious measures

#### Executive Order Changes

- ▶ Automatic designation category between \$50,000-\$500,000
- Previously, there was no formal approval process through GOSBA regarding a unit's determination on whether or not to designate a procurement as a SBR
- ▶ SBR Liaison mandatory member of the PRG

#### Guidance Available

- ➤ To facilitate this new expanded PRG evaluation process, DGS & GOBA created several key documents, which are available on the OSP website:
  - https://procurement.maryland.gov/procurement-review-groupprg/
- ► The \*NEW\* documents include:
  - ▶ PROCUREMENT REVIEW GROUP: Guidance and Worksheets
  - ▶ **BEST PRACTICES:** <u>Small Business Reserve (SBR) Executive Order</u> <u>01.01.2021.01 Implementation Guidelines</u>
  - ► SBR Executive Order FAQs

#### **To Contact Us**

Office of State procurement (OSP) Website

Governor's Office of Small, Minority & Women Business Affairs (GOSBA) Website



#### SBR Liaison Officer

COMAR 21.11.01.06

The head of each procurement unit shall designate an employee to be the SBR liaison officer in the administration of that unit's small business reserve program

The SBR liaison officer shall be a high-level employee reporting directly to the agency head or head of the procurement unit

For Internal Training Purposes Only

# SBR Liaison Officer Responsibilities

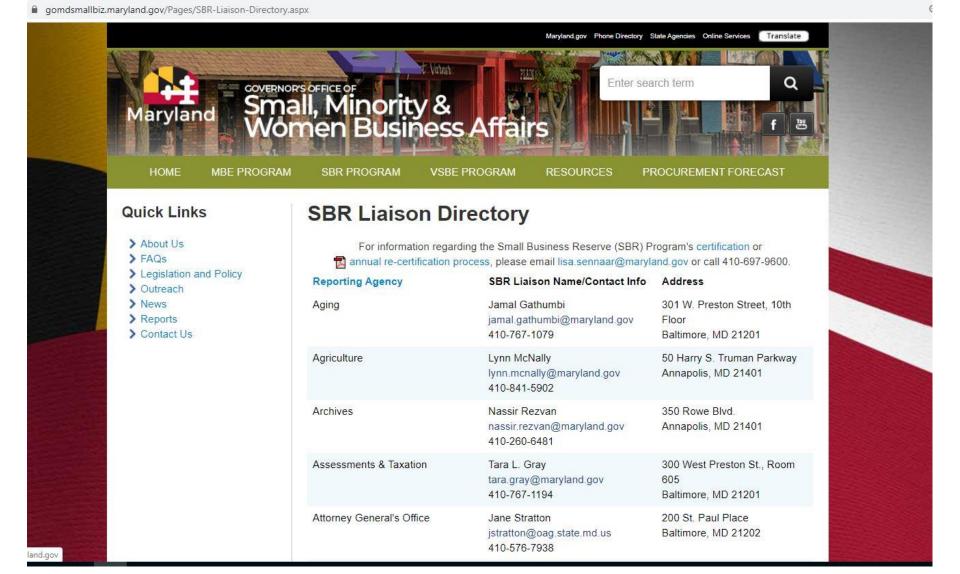
#### COMAR 21.11.01.06

- Coordinating the procurement unit's outreach efforts to the small business community
- Reviewing the unit's contracting procedures to ensure compliance with small business reserve requirements
- The Liaison should be a part of the Procurement Review Group (PRG)

# SBR Liaison Officer Responsibilities

COMAR 21.11.01.06

- Submitting required small business reserve program reports or information
- Assisting in the resolution of small business reserve contracting issues



#### **SBR Liaison Directory**

#### **Quick Links**

- > Home
- Login and Register for eMaryland Marketplace Advantage (eMMA)
- State of Maryland Procurement Mission
- Small Business Reserve Program
- Minority Business Enterprise (MBE) Program
- Governor's Office of Small, Minority & Women Business Affairs
- > Procurement Forecasting
- > Board of Public Works
- Maryland Ethics and Procurement Laws
- Maryland Procurement Technical Assistance Center
- How to do Business with the State of Maryland
- > BISM Master Price List
- MCE Approved Catalog
- > Green Purchasing
- > Green Purchasing Checklist

#### Procurement Review Group (PRG)

- PROCUREMENT REVIEW GROUP: Guidance and Worksheets
- BEST PRACTICES: Small Business Reserve (SBR) Executive Order 01.01.2021.01
   Implementation Guidelines
- SBR Executive Order FAQs
- 2020 MBE Program Subgoal Worksheet
- OSP Policies and Procedures for PRGs
- OSP PRG eMail Submissions Process
- OSP PRG Deadlines and Meeting Dates (Submission deadline time is by 2 PM.)

# Designating a procurement for the SBR Program

Prior to designating a procurement for the SBR Program, the agency must conduct thorough market research (using multiple sources\* in addition to eMMA) to assure sufficient small businesses are available

### Conduct Thorough Market Research

- Utilize Google to see what small businesses in the market area provide the goods or services the agency is seeking
- If the vendor is not registered in eMMA, reach out to them and let them know about the opportunities available to them.

### Conduct Thorough Market Research

## Utilize other databases and resources to consider to find small businesses

### **Conduct Thorough Market Research**

The State of Maryland Minority Business Enterprise (MBE)

<u>Directory</u>

Veteran-Owned Small Business Enterprises list in eMaryland Marketplace Advantage (eMMA)

https://procurement.maryland.gov/emma-qrgs/

## Other Databases and Resources to Consider to Find Small Businesses

SBA Dynamic Small Business Search portal <a href="https://web.sba.gov/pro-net/search/dsp">https://web.sba.gov/pro-net/search/dsp</a> dsbs.cfm

Public Spend Forum/GovShop <a href="https://www.publicspendforum.net/">https://www.publicspendforum.net/</a>

The Vets First Verification Program directory <a href="https://www.va.gov/osdbu/verification/">https://www.va.gov/osdbu/verification/</a>

### SBR Helpdesk

#### Contact us:

- If you have questions or concerns about a vendor's certification
- A vendor needs assistance with certification in the SBR Program
- You want a vendor audited prior to an award

### SBR Helpdesk

Contact: 410-607-9600 and ask for the SBR Helpdesk
Or you may email

Lisa Mitchell Sennaar - <u>lisa.sennaar@maryland.gov</u> or Tanita Johnson - <u>tanita.johnson1@maryland.gov</u>

# SHORT BREAK

Please stay tuned, we will return shortly from our break.

Get in a quick stretch, get some coffee or cola, or rest your eyes.

Please Do Not hang up. If you hang up, we will have to readmit you. Just keep your microphone muted

Governor's Office of Small, Minority & Women Business Affairs

## What's in the SBR Program Reporting Toolkit?









# What's in the SBR Program Reporting Toolkit?

Valuable information, instructions and templates to assist state agencies/departments with the management and compliance of the SBR Program

# SBR Quarterly Reporting

The Quarterly Report is due no later than 30 days following the quarter being reported and should contain data from the start of the fiscal year

**SBR Reporting Toolkit** 

https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx

## **SBR Annual Reporting**

The Annual Report is due within 90 days after the end of each fiscal year, in a format determined by the Governor's Office of Small, Minority & Women Business Affairs

Signatures <u>are</u> required on the Annual Report

#### **Procurement Forecast**

Each procurement unit shall, based upon the approved budget and other applicable factors, annually prepare a fiscal year procurement expenditure forecast within 60 days after enactment of the annual budget bill by the General Assembly

#### **Procurement Forecast**

This data, which includes all projected purchases of \$100,000 and above for the fiscal year, connects with the Hogan Administration's theme that "Maryland is Open for Business." Keep in mind the forecast is provided to the public and serves as an important tool for the small, minority, women, and veteran business community

#### **Procurement Forecast**

An agency only needs to turn in one Procurement Forecast that includes all projected purchases inclusive of SBR Designated procurements, and contracts that may contain MBE and VSBE goals

# Procurement Forecast Portal

https://gomdsmallbiz.maryland.gov/Page s/Forecasting.aspx



#### Links

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#### **Procurement Forecast Portal**

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2021.

This database is populated with <u>projected</u> purchases of \$100,000 and above for the cryear. Not all projected purchases will be made as indicated in the Procurement Forec

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by click on "EXPORT TO EXCEL" below.

Search - Description	Search
All items checked	•
Search by Procurement Categories	→ Search by Region
Search by Contract Value	→ Q3 (Jan -March 2021)
Procurement Category: Procurement Method: Description:	Intergovernmental Cooperative Purchasing Agreeme 3/4 ton 4X4 crew cab Pickup CENTRAL MARYLAND
Procurement Category: Procurement Method: Description:	Intergovernmental Cooperative Purchasing Agreeme J D 644K Front End Loader CENTRAL MARYLAND Q3 (JanMarch 2021)
Procurement Category:	Environmental Services Supplies and Equipment

## The SBR Strategic Plan

The focus and objective of the SBR Program is to have units provide the designate the maximum number of SBR "Only" prime contracting opportunities

## The SBR Strategic Plan

The SBR Strategic Plan helps to map out how your agency will get to at least 15% of its eligible spend designated as SBR "Only"

The SBR Strategic Plan is due on or before June 30, each year.

**SBR Reporting Toolkit** 

For Internal Training Purposes Only

## The SBR Reporting Toolkit

"Using eMMA to Search for and Verify Certification Status for SBRs and VSBEs"

#### **GOSBA MAILBOXES For SBR Submissions**

#### sbrwaiver.gosba@maryland.gov

Submit all SBR exemptions and waivers covered under SBR Executive Order 01.01.2021.01

#### sbrreports.gosba@maryland.gov

Submit all SBR Program reports here (SBR Quarterly and Annual Reports)

#### compliance.gosba@maryland.gov

Submit all other required Reports here (Procurement Forecasts, SBR and Strategic Plans, Bi-Monthly Compliance Call questions)



# VSBE PROGRAM (Veteran-Owned Small Business Enterprise)

Tanita Johnson

SBR Compliance manager

# VSBE PROGRAM (Veteran-Owned Small Business Enterprise)

- Provides contracting opportunities on state-funded procurements for qualified veteran-owned small businesses.
- Specific agencies spend at least 1% of the total dollar value of their procurement contracts either directly (prime contractors) or indirectly (subcontractors) with certified VSBE firms.

# VSBE PROGRAM (Veteran-Owned Small Business Enterprise)

#### **VSBE Businesses must:**

- 1) Meet size standards adopted by the <u>United States Small</u>

  <u>Business Administration in 13</u>

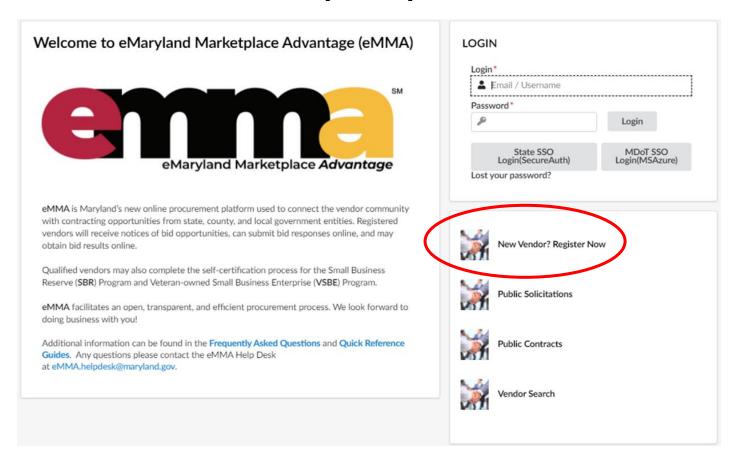
  <u>C.F.R. 121.201</u> and any subsequent revision of that regulation
- Be at least 51% owned and controlled by one or more individuals who are veterans

# Certification within VSBE requires a vendor to:

- 1) Register within eMaryland Marketplace Advantage (eMMA)
- 2) Obtain Veteran Verification (Maryland Department of Veterans Affairs OR U.S. Department of Veterans Affairs/Vetbiz)
- 3) Submit the eMMA VSBE Application

## **VSBE- Vendor Registration**

1) Vendor must register within eMaryland Marketplace Advantage (eMMA)



2) Vendor must obtain Veteran Verification from the Maryland Department of Veterans Affairs OR U.S. Department of Veterans Affairs/Vetbiz.

Information can be found on gomdsmallbiz.maryland.gov.



#### MDVA Verification of Veteran Status Form

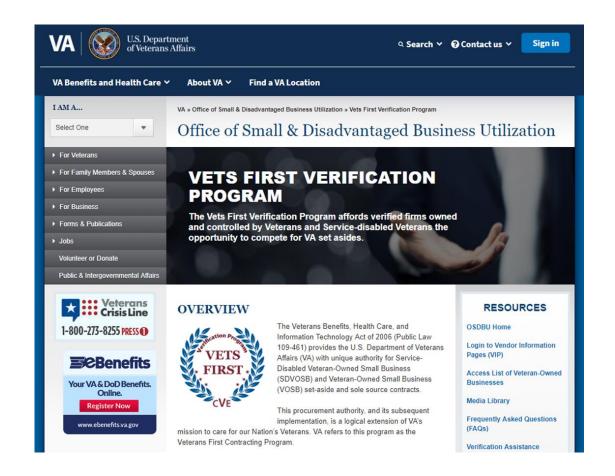
Vendor forwards this form to the MDVA to obtain Veteran verification.

SECTION A - Veteran Information  NAME:  ADDRESS:  PHONE: (		Maryland Department of Veterans Al VERIFICATION OF VETERAN STA	
NAME: ADDRESS: PHONE: ( ) EMAIL:  SECTION B- Veteran Status  I certify the following (check the box that applies):  Meet the federal active duty requirement to be a veteran.  Was discharged or released from active duty in the US Armed Forces of the United States and have a service-connected disability.  SECTION C — Veteran's Sworn Statement  I swear, under penalty of perjury, that I have examined this certificate and to the best of my knowledge and be it is a true, correct statement.  Veteran's Signature: Date:  Mame of business entity seeking certification in Maryland's VSBE Programs:  ACCEPTABLE DOCUMENTATION  ACCEPTABLE DOCUMENTATION  Proof of veteran status requires a COPY of one of the following: DD214, DD215, Discharge Papers, or a copy of the United States Department of Veterans Affairs Rating Decision. Send a copy only. Do not send original  This section to be completed by the Haryland Department of Veterans Affairs only.  I certify that the above individual is a (select one): MDVA Number:  Veteran in accordance with Title 38 USC.  Disabled veteran in accordance with the Code of Federal Regulations.  Not a veteran.  Printed name  Signed Name Benefits & Services Director/Designee  Maryland Department of Veterans Affairs ATTN: Director of Benefits and Services 31 Hopkins Plaza, Room 3020	Veteran-Owned Small Busines	ss Enterprise (VSBE) Program shall complete SECTIONS	S A, B & C. Mail the complete
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If the vendor is verified as a Veteran, they will receive an MDVA# (i.e. MDVA2020-000), which will be used as the "VSBE Certification#" within their eMMA account.

#### **Vetbiz Information**

If the vendor decides to obtain Veteran Verification from the U.S. Department of Veterans Affairs/Vetbiz, they can visit this website for information-https://www.va.gov/osdbu/verification/.



#### **Vetbiz Information**

If the vendor already has a Vetbiz account that is current/valid, in which their DUNS# is found on

https://vetbiz.va.gov/vip/,
this DUNS# can be used
for the Veteran

verification (and listed within their eMMA account as the "VSBE Certification #").

#### Find Veteran Owned Businesses

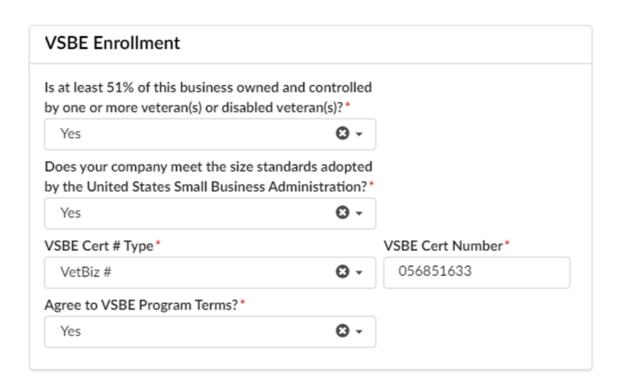
Dusiliess Name	DBA (Dolli	DBA (Dollig Busiliess As)		DON'S Nulliber			
Search by VOSB or SDVOSB?	Keywords	Keywords (Separated by Spaces)			NAICS		
□ Strict State/Territory							
Alabama Alaska	Î	<b>*</b>			^		
Alberta All		>					
American Samoa Arizona		<					
Arkansas British Columbia		*					

SEARCH

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## **VSBE-eMMA VSBE Application**

3) Vendor must submit the eMMA VSBE Application.



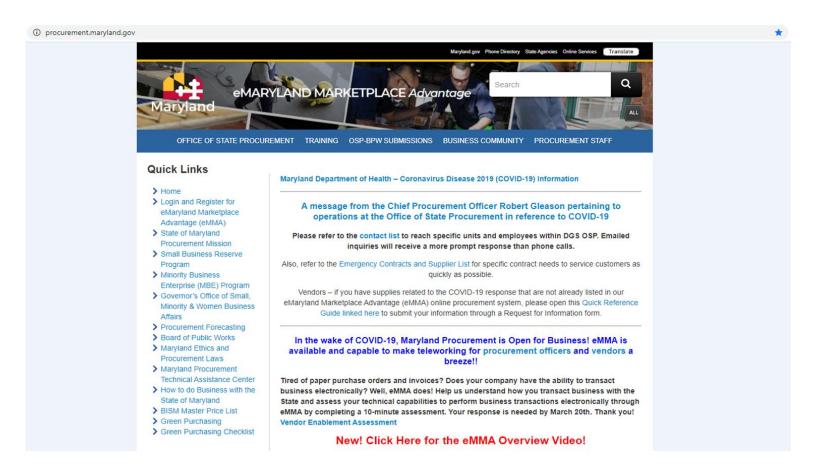
\*\*Once the vendor has completed these 3 steps, the information will be reviewed to determine their VSBE Program certification status.

# VSBE- Vendor Search For Procurement Officers/Buyers

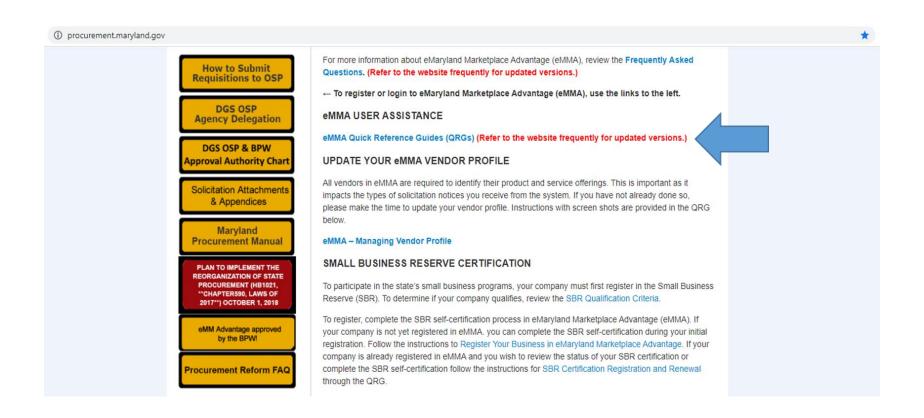
You can follow these steps to find VSBE Certified Vendors:

- 1) Visit the https://procurement.maryland.gov/ website.
- 2) Click on the "eMMA Quick Reference Guides (QRGs)" link.
- 3) Select the Buyer QRG- "Public Search for Vendors" for a guide to locate VSBE vendors.

### 1) Visit the <a href="https://procurement.maryland.gov/">https://procurement.maryland.gov/</a> website.



## 2) Click on the "eMMA Quick Reference Guides (QRGs)" link.



## 3) Select the Buyer QRG- "Public Search for Vendors".

#### **Buyer QRGs**

1 - eMMA QRG General Navigation in eMMA

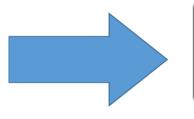
1a - eMMA QRG How to Log Into eMMA

1b - eMMA MDOT QRG Requesting a New eMMA User Account

1c - eMMA MDOT QRG eMMA MDOT SSO Log In

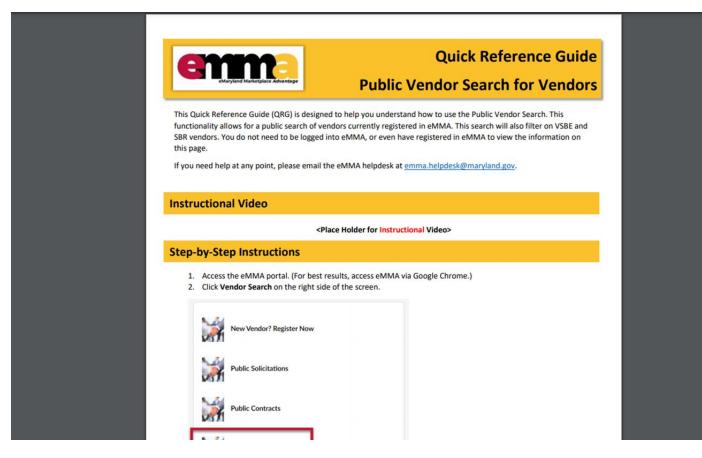
Id eMMA MDOT QRG Manual Login

2a - eMMA QRG Creating Large Procurement IFB Sourcing Solicitations



17 - eMMA QRG Public Search for Vendors

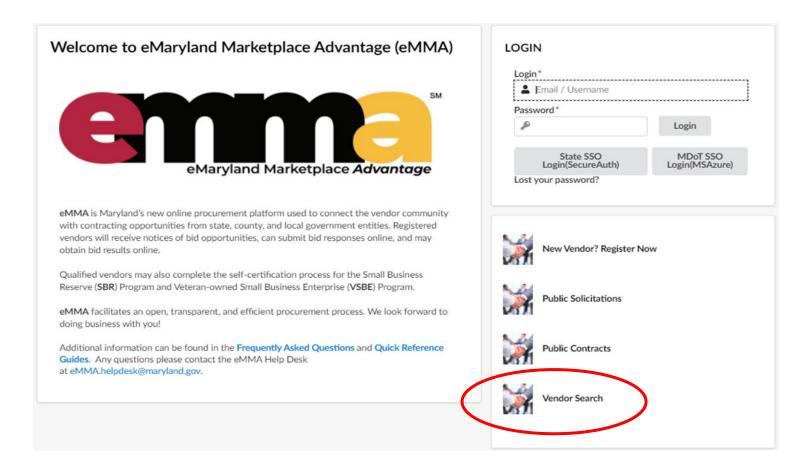
#### 17 - eMMA QRG Public Search for Vendors



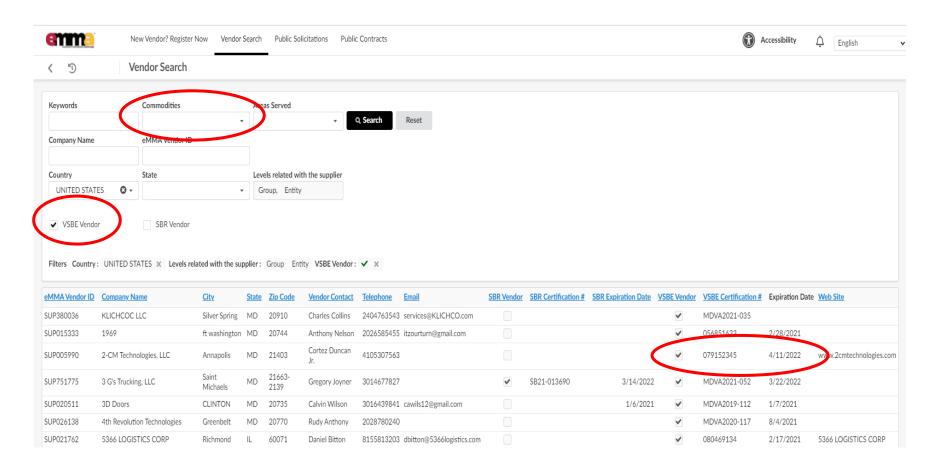
Please note the following when conducting an eMMA External Vendor Search:

-Be certain to review the information thoroughly (i.e. check that both the "VSBE Certification #" AND valid "Expiration Date" are listed, as these will be the certified VSBE vendors).

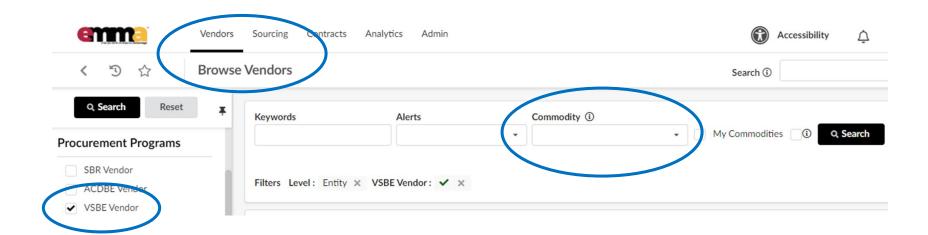
-You are unable to download a spreadsheet of vendors when conducting this search. However, you can "cut and paste" the information in an Excel Spreadsheet.



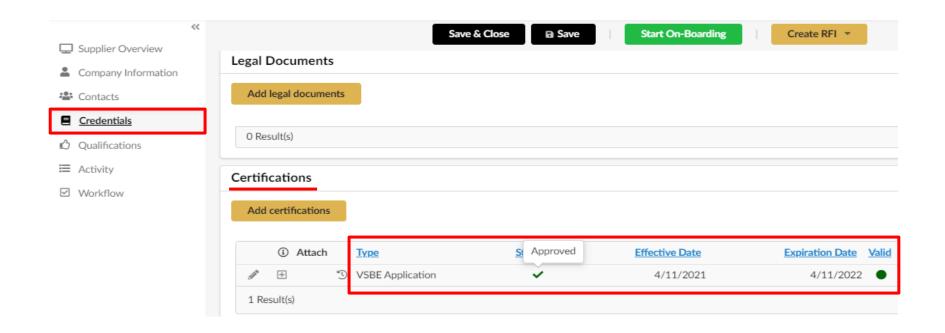
Visit the eMMA website (https://emma.maryland.gov/) to perform an External VSBE Vendor Search.



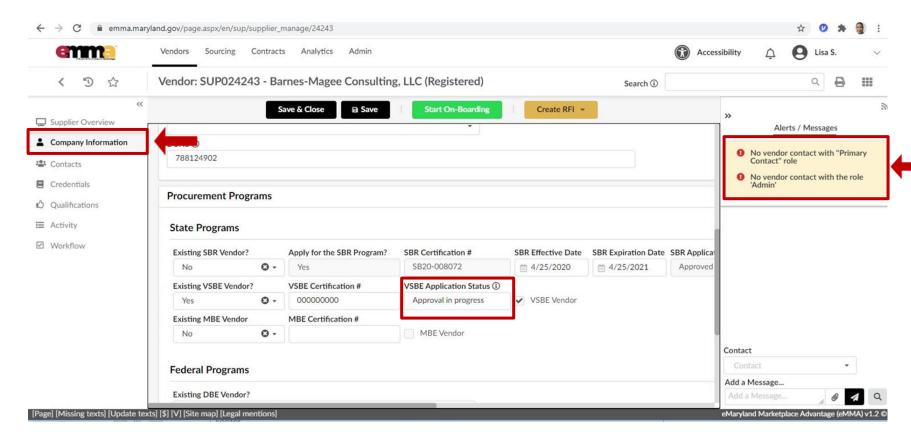
You will find the "VSBE Certification #" and "Expiration Date" listed for the VSBE certified vendors.



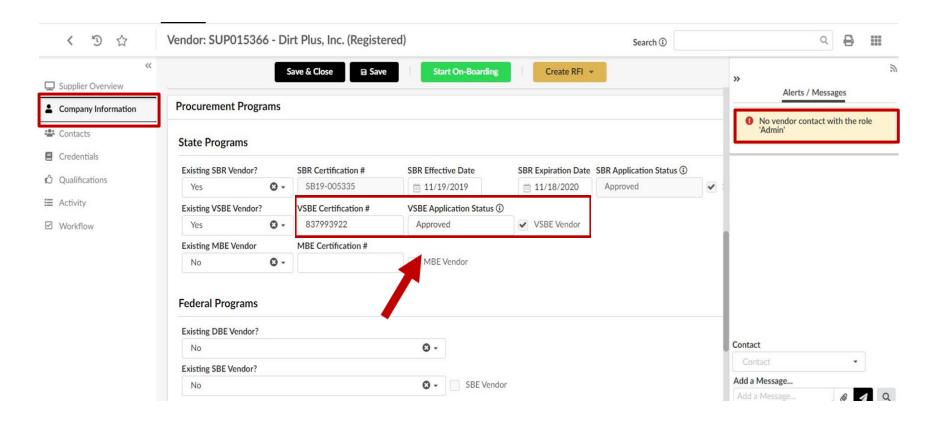
VSBE vendors can also be found by conducting an Internal Vendor Search in eMMA.



To determine the VSBE certification status, click into the "Credentials" section of the vendor's account. If the "Certifications" section has a VSBE Application with an 'Approved' Status and a valid 'Expiration Date' (i.e. date has not exceeded/certification not expired), the vendor is certified within the VSBE Program.



"VSBE Application Status" lists vendor as Approval in progress, not Approved, which is necessary for certification.

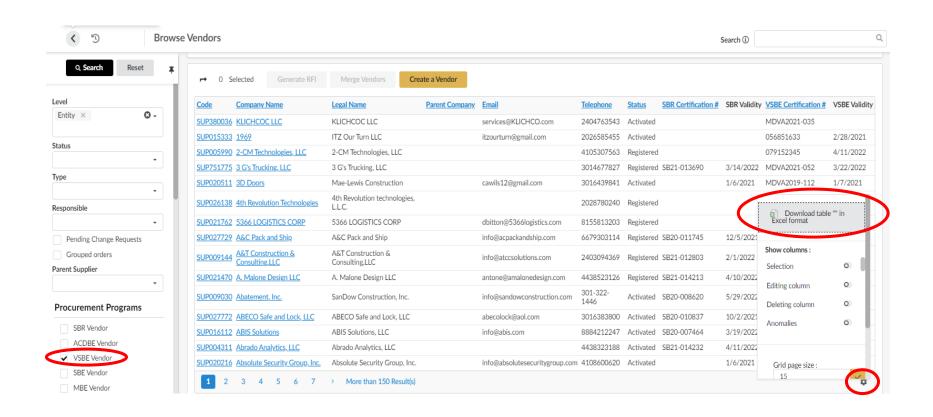


Checking the "Company Info" section of the eMMA account to confirm that "Approved" is in the "VSBE Application Status" field.

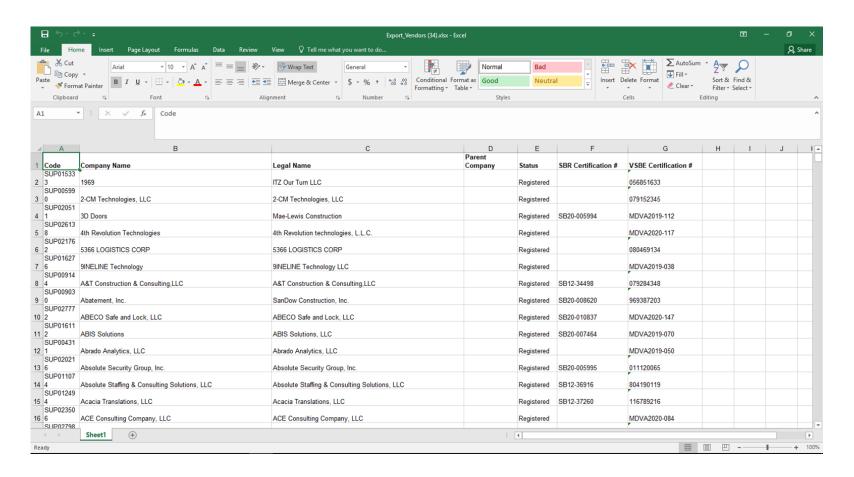
Please note the following when conducting an eMMA Internal Vendor Search:

- Be certain to review the information thoroughly (i.e. check for the 'Approved' Status AND valid "Expiration Date" within the "Credentials" section).
- You are able to download an excel spreadsheet for these vendors. However, you will need to check the vendor accounts to verify their VSBE certification.
- We are continuing to enhance the VSBE Vendor Database, if you have any questions, please contact our office, 410-697-9600, to speak with Tanita Johnson.

# VSBE- Internal Vendor Search (Excel Spreadsheet)



# VSBE- Internal Vendor Search (Excel Spreadsheet)



# **Any Questions?**

VSBE Reporting- Nichelle Johnson Nichelle.johnson1@maryland.gov

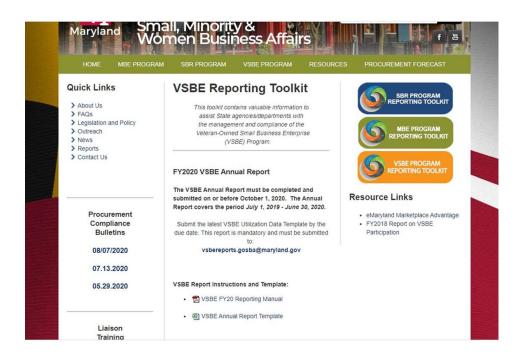
VSBE Certification- Tanita Johnson <u>Tanita.johnson1@maryland.gov</u>



## **VSBE** Reporting Toolkit



## **VSBE** Reporting Toolkit



#### **VSBE Information**



- VSBE Utilization Reports are due on 10/1 annually
- Regulations: COMAR 21.11.13.04 D
  - "D. Procurement agencies shall use the forms and affidavits developed by the Governor's Office of Small, Minority, and Women Business Affairs for reporting procedures required by this title."
- VSBE Schedule E: Utilization Affidavit and Participation Schedule, are online: <a href="https://procurement.maryland.gov/rfp/">https://procurement.maryland.gov/rfp/</a> and should be completed similarly to MBE forms (COMAR 21.11.13.06)
- Bidders can request a VSBE waiver, if needed.

#### **VSBE** Reporting

VSBE Program utilization data is being collected by the Governor's Office of Small, Minority & Women Business Affairs for publication to the Governor, the Letislative Policy Committee, and the public. Veteran-Owned Small Business Enterprise (VSBE) Annual Report Fiscal Year 2020 Beginning in Fiscal Year 2019, the work of firms verified by the Center For Veterans Enterprise of the United States Department of Veterans Affairs or the Maryland Department of Veterans Affairs may be counted toward a defined VSBE contract goal (see COMAR 21.11.13). INSTRUCTIONS: Complete all yellow cells. Automatic calculations will appear in blue cells. Do not edit this template. Agency Reporting: Individual Completing Report: Awards to VSBEs Total \$ Contracts Total S All Awarded to VSBEs Awarded to VSBEs Total # VSBE Total S VSBE rocurement Percentage of Contracts Procurement as Prime as Prime Subcontracts Subcontracts VSBE Awarded Contracts Awarded Contractors Contractors Awarded Awarded Participation Procurement Contracts Corporate Credit Direct Voucher Payments to VSBEs Total \$ Payments Total \$ Payments to VSBEs as Prime | VSBE Payments as to All Prime

#### **VSBE Utilization Report**

- The Annual Report Template can be downloaded from the New VSBE Reporting Toolkit: <a href="https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx">https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx</a>
- We also have a VSBE reporting manual available in the Toolkit
- GOSBA suggests the MBE Liaison report for the VSBE Program
- As we build out the VSBE Program, more information will be added to the Toolkit for your reference.

Governor's Office of Small, Minority & Women Business Affairs

### **VSBE** Reporting

- Use data from the 700 series reports from ANSWERS or internal databases to capture VSBE payments and awards (will have to change the Report type to VET in answers , where appropriate.
- At this time credit card payments cannot be tracked in ANSWERS, therefore, agencies will have to track these payments manually.
- Total All Procurements column on the Annual Report Template should be identical to the Total All Procurements total for MBE Reporting.
- As with MBE reporting, if a contract has a VSBE Prime and Sub, do not double count. The Prime Contractor total award should be listed; do not report the VSBE Subcontractor awards and payments on these contracts.

## **Any Questions?**

VSBE Reporting- Nichelle Johnson Nichelle.johnson 1@maryland.gov

VSBE Certification- Tanita Johnson <u>Tanita.johnson1@maryland.gov</u>



Governor's Office of Small, Minority & Women Business Affairs

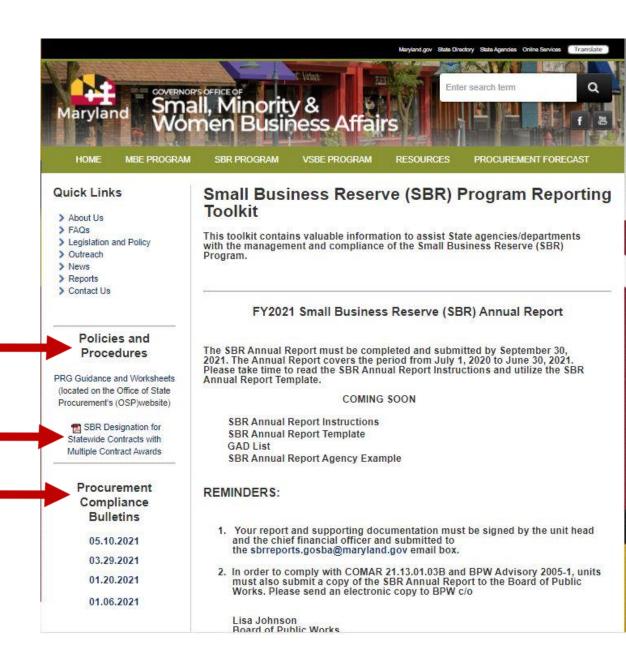
## Utilize our website and especially the SBR Toolkit for:



#### In the SBR Toolkit:

#### 1. Resources

## 2. Bulletins



#### In the SBR Toolkit:

- 3. Compliance Library
- 4. Report Instructions and Templates

PRG Guidance and Worksheets (located on the Office of State Procurement's (OSP)website)

> SBR Designation for Statewide Contracts with Multiple Contract Awards

#### Procurement Compliance Bulletins

05.10.2021

03.29.2021

01.20.2021

01.06.2021

SBR Lisison Training

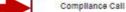
SBR Virtual Liaison Training June 10, 2021



SBR Liaison Training Slide Deck February 16, 2021

SBR Liaison Training Slide Deck October 28, 2020

Using eMMA to Search for and Verify Certification Status for SBRs and VSBEs



Missed the last oall? View our

Compliance Call Library

Please take time to read the SBR Annual Report Instructions and utilize the SBR Annual Report Template.

#### COMING SOON

SBR Annual Report Instructions SBR Annual Report Template GAD List SBR Annual Report Agency Example

#### REMINDERS:

- Your report and supporting documentation must be signed by the unit head and the chief financial officer and submitted to the sbrreports gosba@maryland.gov email box.
- In order to comply with COMAR 21.13.01.03B and BPW Advisory 2005-1, units
  must also submit a copy of the SBR Annual Report to the Board of Public
  Works. Please send an electronic copy to BPW c/o

Lisa Johnson Board of Public Works 80 Calvert Street, Room 117 Annapolis, MD 21401 lisa.johnson1@maryland.gov

> Contact Lisa Mitchell Sennaar, SBR Compliance Manager with questions at lisa sennaar@marvland.gov.

#### FY2021 Small Business Reserve (SBR) Quarterly Report

SBR Quarterly report data is cumulative. Quarterly Reports for the first three quarters are due no tater than 30 days following the quarter being reported, and should contain data from the start of the fiscal year. No 4th quarter report is due. Instead, the full fiscal year is reported in the Annual Report. Data for the Annual Report is submitted 90 days after the close of the fiscal year being reported.

SBR Quarterly Report Instructions

SBR Quarterly Report Template



Forward completed reports via small in EXCEL FORMAT to: sbreeports.gosba@maryland.gov

Contact Lisa Mitchell Sennaar, SBR Compliance Manager with questions at lisa.sennaar@maryland.gov.

#### FY2022 SBR Strategic Plan

The EV2022 Strategic Plan Is due on or helper June 30, 2021. The focus and objective of the SBS Program.



# **Upcoming Events**

- -June 24 MBE Liaison Training
- -July 8 Bi-Monthly Compliance Call

-June 17 Senior Procurement Advisory Group (SPAG) Contact the Department of General Services Office of State Procurement (OSP) to get added to the list



#### https://gomdsmallbiz.maryland.gov/Pages/default.aspx

If you have any SBR Program questions, please contact me:

Lisa Mitchell Sennaar

lisa.sennaar@maryland.gov

410-508-8089

# **THANK YOU**

All attendees will receive a survey shortly after this training. Please complete it. We need your feedback.

Governor's Office of Small, Minority & Women Business Affairs